## 広報番号: FEC-PRY32-001-横須賀基地空席広報 16(R2) Announcement No. 募集締切日: 1 Mar 16 **Closing Date** VACANCY ANNOUNCEMENT 発行日: 10 Feb 16 -Reissue-**Date of Issue** 1.職種名 Job title (等級 Grade 5 /語学等級LD 2 ) 募集人数 4.募集範囲 Area of Consideration No. of Ⅰ. 図 現 MLC/IHA 従業員(部隊内) Recruitment Current MLC/IHA Employee within Activity **Engineering Technician (General), #310** II. 図現 MLC/IHA 従業員(通勤圏内) エンジニアリング専門職(一般) Current MLC/IHA Employee in commuting distance 1名 Acceptable trainee level (採用可能見習い等級): 1-4 III. 図 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide 図 事務系 □ 技能系 □ 保安系 □ 医療系 IV. ☑ 外部 Off Base Applicant Administrative Blue Collar Trade Security Medical 2.部隊 Activity \* Those who previously applied Naval Facilities Engineering Command Far East for VA# FEC-PRY32-001-16 need Utilities/Energy Management Department (PRY32) not to reapply. **Utilities Management Division (PRY321)** 5.雇用の種類 Type of Employment Financial Management Branch (PRY321C) $\boxtimes$ MLC ☐ IHA $\square$ HPT 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka 図常用 Permanent 3.勤務時間 Work Schedule (週<u>40</u>時間制 hrww) □ 限定 Limited Term (\_\_\_ヵ月 Months) 勤務日 Work Days: Monday thru Friday 勤務時間·休憩 Work Hours/Recess Period: 08:00-16:45/12:00-12:45 □ 夜勤 Night Shift 図 残業 Overtime 図出張 Business Travel 6.職務内容 Duties See attached task list. 7.資格要件/身体条件 Oualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, **OR** completion of 4-years college/university in a related field. b. Knowledge of NAVFAC FE operation and utilities management function. c. Knowledge of engineering principals, techniques, methods, and procedures gained through technical experience in the engineering field. d. Skill in operating a personal computer system such as Microsoft Word and Excel, Access, Power Point and CUBIC. e. Ability to perform technical inspection/evaluation to facilitate maintenance and service expansion. f. Ability to analyze, evaluate utilities consumption data from field offices and provide utilities billing reports for customers in a timely manner. g. Ability to speak, read and write English at fluent proficiency level. (LD-2) \* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as 1-4: a. One year of clerical, technical, or administrative work experience in any field, **OR** completion of 4-years college/university in any field.

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency: 🗆 必要なし None 🗆 初級 Basic 🗵 中級 Intermediate 🗆 上級 Advanced 🛭

学歴 Educational Background: See blocks 7 & 8 | 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8

Exceptional

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| ㅇ恒 뉴 ᆉ ᆽ                                                                                                                                                                                                   | ±                                                                   | on and Associated Documents                                                                                                                         |                                    |
| 8.7定山 9 る                                                                                                                                                                                                  | O Application and Asso                                              | crated Documents                                                                                                                                    | Working<br>Condition               |
| *図 空席応募用紙 Application for Va                                                                                                                                                                               | cancy Announcement                                                  |                                                                                                                                                     | Condition                          |
| *図専門職務経歴書 Resume of Spec                                                                                                                                                                                   | •                                                                   |                                                                                                                                                     |                                    |
| *の記入は Complete * in □ 日本語で Japanese ☑ 英語で English □ どちらでも Either                                                                                                                                           |                                                                     |                                                                                                                                                     |                                    |
| □ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』                                                                                                                                                                         |                                                                     |                                                                                                                                                     |                                    |
| If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relative                                                                                                  |                                                                     |                                                                                                                                                     |                                    |
| □ 運転免許証の写し Copy of Driver's License                                                                                                                                                                        |                                                                     |                                                                                                                                                     |                                    |
| □ 修了証/証明書の写し Copy of Certificate                                                                                                                                                                           |                                                                     |                                                                                                                                                     |                                    |
| 図 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)                                                                                                                                                |                                                                     |                                                                                                                                                     |                                    |
| 図 82 円 切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)<br>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)                                         |                                                                     |                                                                                                                                                     |                                    |
| 図 日本国籍以外の方は、在留カード及びパスポート/査証のコピーFor non-Japanese citizen applicant,                                                                                                                                         |                                                                     |                                                                                                                                                     |                                    |
| copy of Residence Card and Passport/Visa Copy                                                                                                                                                              |                                                                     |                                                                                                                                                     |                                    |
| 9. 応募書類提出先 Office to Submit                                                                                                                                                                                |                                                                     |                                                                                                                                                     |                                    |
| お間違えの無い様、郵送/提出して<br>for Current MLC/IHA Employees                                                                                                                                                          | 下さい。 募集締切日必れ<br>versus Off Base Applica                             | 員)では、応募書類提出先が違います。<br>す。 Office to submit job application doc<br>nts. Please ensure to submit required a<br>d by the closing date of the Vacancy An | uments is different<br>application |
| (注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible. |                                                                     |                                                                                                                                                     |                                    |
| 〒238-0001<br>神奈川県横須賀市泊町 1 番地<br>PSC 473 BOX 22 CNRJ HRO N132                                                                                                                                               | must submit to (Human R<br>〒238-0<br>1 Banchi                       | desources Office (HRO), Yokosuka Navy 1                                                                                                             | 3ase):                             |
| 内線/Extension 243-8152                                                                                                                                                                                      |                                                                     |                                                                                                                                                     |                                    |
| してあります。毎日午前06001<br>Job Application Drop Box is available                                                                                                                                                  | 時より、午後0600時<br>e for submission of job ap<br>w the JN Vacancy Annou | 曷示板の下の壁に内部応募者用の「空席<br>までこの箱への応募書類の提出が可能で<br>plication documents from 0600 to 1800 da<br>ncement Bulletin Board (1st fl.) in the off                 | す。<br>aily, which is               |
| 2. 外部応募者(非従業員)提出分                                                                                                                                                                                          | <b>ե</b> :                                                          | Off Base Applicants must submit to:                                                                                                                 |                                    |
| 〒238-0011                                                                                                                                                                                                  |                                                                     | 〒 238-0011                                                                                                                                          |                                    |
| 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka                                                                                                                                   |                                                                     |                                                                                                                                                     |                                    |
| (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA                                                                                                                                                 |                                                                     |                                                                                                                                                     |                                    |
| 管理第一係                                                                                                                                                                                                      |                                                                     | Management #1 Section                                                                                                                               |                                    |
| 電話番号 Phone 046-828-6959                                                                                                                                                                                    |                                                                     |                                                                                                                                                     |                                    |
| 受付時間:月曜—金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。                                                                                                                                                 |                                                                     |                                                                                                                                                     |                                    |
| Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.                                                                       |                                                                     |                                                                                                                                                     |                                    |
| 10. 事務処理欄 For Official Use                                                                                                                                                                                 |                                                                     |                                                                                                                                                     |                                    |
| 募集部隊担当 Activity POC: NAVFACFE BD2 軍電 (DSN) 243-6198                                                                                                                                                        |                                                                     |                                                                                                                                                     |                                    |
| 夯朱印网担∃ ACTIVITY POC: NA VFA                                                                                                                                                                                | CLE DD2                                                             |                                                                                                                                                     | HRO: (rcvd: 12/2) js               |
| PD No.: FEC-PRY321C-011                                                                                                                                                                                    | PD is accurate and current                                          | c. Certified by Activity it 12/2/2015                                                                                                               | 12/3 kw 12/4 (1/11)                |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

js 1/12 kw 2/9

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び 日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form

主目的:人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的:主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示:個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

## TASK LIST

- 1. Provides Technical Support Relating to Utilities Infrastructure. Under general direction, performs technical assistance on utilities engineering and construction projects. Duties include collecting meter readings, performing utility system inspections and assessments, and providing technical support to customers on energy management issues. Provides data entry and analysis of utility usage statistics. Tasks include providing technical guidance to leadership as well as monitoring contract conformance with established plans and specifications as required. The incumbent is also responsible for the execution of all the following duties/ requirements without supervision: Provides input on material and equipment standards and specifications, and operating and maintenance procedures for all utilities. The incumbent gathers and analyzes data in order to determine reliability of utility distribution systems. Routine contact with professional and technical level engineering contractors and/or consultants will occur. Provides background information and documentation for management consideration on major utility projects and technical matters involving utility projects. Reviews technical policies, instructions etc. from NAVFACENGCOM, NAVFAC PAC, NFECS and other higher authorities.
- 2. Interprets utility consumption data and identifies abnormalities. Prepares engineering technical written and verbal reports to supervisor and senior regional level personnel. Conducts reviews and audits facility infrastructure, equipment and services of all utilities throughout the installation to determine capabilities and service effectiveness. Makes recommendations on services and operating methods. Develops long-range plans to assure adequate capacity and reliability of all utilities. Reviews specifications and cost estimates for utility construction projects as needed.

Performs technical inspection and evaluations of existing infrastructure to facilitate maintenance and service expansion. Conducts studies of equipment and services of utilities to determine capabilities, service effectiveness and makes recommendations concerning service and operating methods: evaluates the physical condition of utilities through written reports, on-site audits and inspections. Works with and provides guidance to utility customers for the efficient use of energy and in establishing utilities service requirements. Evaluates technical feasibility of field studies and proposed work pertaining to existing utilities systems.

Using field survey results develops utility allocation models. Acts as CIRCUITS integrator for new initiatives such as the navy's Smart Energy and advanced metering programs. Responsible for identifying industrial control infrastructure configuration and proposes initiatives to meet the Department of the Navy standards for industrial control infrastructure. Reviews plans and drawings for accuracy and recommends improvements.

Works with the field branch managers to investigate/determine the causes of possible utilities system failures and prepares corrective action plans for the responsible area.

Acts as technical advisor to other departments on all utility matters.

3. As an Engineering Technician on utility allocation management and reporting, compiles utilities consumption and usage data via meter readings, engineering estimates etc., and generates monthly billing reports. Analyzes monthly utilities consumption by commodity (such as electricity, fresh water, steam, salt-water, compressed air etc.), and maintains a database to upload the data into the navy enterprise billing system called CIRCUITS UA (Centralized and Integrated Reporting for Comprehensive Utilities Information Tracking System, Utilities Allocation). Conducts field surveys on commodity usage by customers to collect information on occupied square footage or the ratio of floor space used. Provides support to other CNRJ installations as needed. Verifies billing reports and ensures that all the data on the reports are accurate. Uploads the completed utilities monthly consumption reports to DWAS (Defense Working Capital Accounting System) for NAVFAC Financial Management Department to charge utilities costs to all the customers.

Perform other related or incidental duties as assigned.